



**State of Louisiana**  
Division of Administration  
Office of the Commissioner

**MEMORANDUM**

**TO:** Department/Agency Heads, Undersecretaries, and Fiscal Officers

**FROM:** Angele Davis, Commissioner *Angele Davis*

**RE:** Executive Order BJ 08-108, Mid-Year Adjustment Submissions

**DATE:** November 21, 2008

In accordance with Section 1A of the Executive Order, the departments, agencies, or budget units shall freeze the number of positions and associated funding as listed in the table below.

Dept-APP #	App. Name	Positions	General Fund	TOTAL
Schedule 01	Executive	79	\$7,733,758	\$12,381,561
Schedule 03	Veterans Affairs	3	\$398,435	\$1,270,246
Schedule 05	Economic Development	7	\$105,750	\$144,750
Schedule 07	Transportation and Development	101	0	\$14,468,097
Schedule 08	Corrections Services	53	\$1,972,707	\$1,972,707
Schedule 08	Public Safety Services	47	\$940,693	\$2,327,082
Schedule 08	Youth Services	65	\$8,369,453	\$8,369,453
Schedule 09	Health and Hospitals	257	\$9,249,996	\$15,459,765
Schedule 10	Social Services	108	\$2,944,680	\$6,916,027
Schedule 11	Natural Resources	14	\$259,852	\$944,223
Schedule 12	Revenue	22	\$1,168,660	\$1,354,189
Schedule 13	Environmental Quality	20	\$920,685	\$2,392,266
Schedule 14	Louisiana Workforce Commission	73	0	\$1,491,309
Schedule 16	Wildlife and Fisheries	22	0	\$1,599,917
Schedule 17	Civil Service			
17-560	State Civil Service	1	0	\$88,856
17-562	Ethics Administration	0	\$614,705	\$650,249
17-563	State Police Commission	1	\$86,320	\$86,320
17-564	Division of Administrative Law	0	\$73,786	\$440,850
Schedule 19	Higher Education - DELEGATED	-	-	-
Schedule 19	Department of Education	91	\$1,599,085	\$4,179,734
Schedule 19	Special Schools and Commissions			
19B-661	Office of Student Financial Assistance	6	\$21,212	\$339,005
19B-662	Louisiana Educational TV Authority	1	\$9,065	\$36,033
19B-666	Board of Elementary & Secondary Education	1	0	\$10,372
19B-673	New Orleans Center for the Creative Arts	4	\$173,340	\$178,707

The associated funding above anticipates reimbursement from the federal government for storm related, "Gustav" and "Ike", personnel costs. To the extent your department, agency, or budget unit is not reimbursed for these costs, the funding amounts may ultimately need to be adjusted.

In accordance with Section 2 of the Executive Order, by December 1, 2008, you are to submit for my approval mid-year adjustments (BA-7) unallotting no less than the number of positions and funding listed. Positions specifically related to direct patient care and positions that are critical to the safety of the public should not be included in the BA-7.

In accordance with Section 1D of the Executive Order, each higher education management board shall implement and manage the hiring freeze for the positions within its jurisdiction. The LSU Health Care Services Division is included in this authority.

Any department, budget unit, agency, office, board, or commission not included in a schedule listed in the above table is not subject to the requirements of the hiring freeze.

In accordance with Section 1C of the Executive Order, all departments, agencies, and budget units subject to the hiring freeze shall not increase the number of "positions", full-time equivalents (FTEs), which positions are not controlled by Section 8 of the Preamble of Act 19 of the 2008 Regular Session of the Legislature, unless adjusted by me or, in the case of Higher Education, the higher education management boards. I will transmit a memorandum the week of November 24, 2008, indicating the number of "positions" (FTEs) to be frozen, i.e., the maximum number FTE "positions" allowed for your department, agency, and/or budget unit.

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